

Natsuko Wassell

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EXPERIENCE

Administrative Assistant - part-time

February 2018 - March 2018
Tochigi City Taxation Office
17-7 Hon-cho, Tochigi-shi, Tochigi Prefecture, Japan

Sales Clerk - part-time

January 2018 - February 2018
Tobu Department Store
5-4 Miyazono-cho, Utsunomiya-shi, Tochigi Prefecture, Japan

Receptionist - part-time

September 2017 - November 2017
Studio Alice (Photo studio)
43-2 Hakonomori-cho, Tochigi-shi, Tochigi Prefecture, Japan

Cornes and Company Ltd (CEO office)

3-5-1 Shiba, Minato-ku, Tokyo, Japan
All-round trading company established in 1861

Corporate Planning Team - permanent contract

October 2016 - August 2017

I was working as part of a team with a broad skill set and a focussed vision for success, I assisted the promotion of new business and M&A processing. Using my knowledge of account management tools I lead company budgeting and monitored results. I made monthly P&L summaries and reported these to senior management regularly.

I was also responsible for the preparation of documentation for group board meetings, and calculating staff reward schemes(bonuses) and salary revision.

Cornes and Company Ltd (Insurance Division)

Account Executive - permanent contract

April 2014 - October 2016

I was responsible for Consulting clients and offering advice regarding general and life insurance.

I Obtained quotes from insurers and negotiated premiums.
I prepared insurance applications, endorsements and claims forms in both English and Japanese, where I had the opportunity to handle claims and respond to clients' requests promptly in either language.

Being a gatekeeper for a broker network and organizing or joining networking events, I handled over 30 clients and 100 policies interpreting each policy wording and describing terms and conditions for both English and Japanese speaking clientele.

SKILLS

Accounting and finance
Broad working knowledge

General and life insurance
Professional working knowledge

Claims handling and negotiation

English: Fluent

Japanese: Native

Excel, Word, Powerpoint

Communication and cooperation

EDUCATION

GLOBIS Graduates School of Management

Accounting and Finance,
Tokyo
(October 2016 - March 2017)

Tsuda University

Bachelor of Arts, Tokyo
(April 2009 - March 2014)

Cambridge International College

General English, Melbourne
(April 2011 - September 2012)